

FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible entrance-level work in operating fire communications equipment, keeping records, and other duties in the communications center of the fire department. Employees of this class answer fire telephones, dispatch fire fighting equipment, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications Officers report to and have work reviewed by the Director of Communications.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers telephone and secures as much information as possible from the caller. Enters all information into the computer. Transmits information on fire (address, cross street, etc.) by telephone, public address, or teletype. Dispatches correct unit(s) following departmental procedures. Receives acknowledgements from the firefighting unit by radio.

Uses CAD display to monitor the location and status of emergency units at all times. Takes requests for assistance from units and provides for requested assistance using proper departmental procedures. Replies to requests for information which comes in by radio from emergency units.

Operates office paging or intercom system to relay messages and information to department personnel. Notifies all specified officers and/or special units (e.g. Fire Chief, Assistant Fire Chief, Fire Prevention Division) of all working fires. Notifies special units or agencies designated by department procedures in special or emergency situations. Contacts the owner of a building where a fire is in progress. Sends companies to serve as back-up for stations from which all equipment is gone. Receives alarms on private alarm systems and follows procedure for dispatching these. Receives emergency calls of non-fire nature and responds appropriately.

Tests radios in fire units on a set schedule by sending and receiving messages. Tests recording system equipment by

recording and/or playing back messages to make certain the system is operating correctly.

Compiles and analyzes data needed for reports. Personally completes forms and records required by the Communication Division.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a State Department of Education.

Must be not less than eighteen (18) years of age.

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